

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
FACILITY SPECIFICATIONS
AND
PROPOSAL FORM

for the

Department of Mental Health (DMH),
Division of Mental Retardation Developmental Disabilities, and
Department of Social Services (DSS),
Divisions of Aging and Family Services
Cape Girardeau County
Cape Girardeau, Missouri

RFP No. 01601318

This document constitutes a Request for Proposal (RFP)
including prices from qualified individuals and organizations
to furnish 22,834 net rentable square feet of leased office space
located in the city limits of Cape Girardeau, Missouri.

A pre-bid conference regarding this bid will be held on June 20, 2001, at 1:00 p.m.
at the Department of Corrections, Board of Probation and Parole office,
3463 Armstrong Drive, Cape Girardeau, Missouri.
Attendance at this conference is highly recommended for those who wish to submit a bid.
Bidders should bring a copy of the specifications as this will be used as the agenda.

Bidders are strongly encouraged to advise the Division of Facilities Management
at least **five** days prior to a scheduled bid opening or
conference of any special accommodations needed for disabled persons who
will be attending the opening or conference so
accommodations can be made.

All questions regarding this Request for Proposal must be directed to:
Tom Shea, State Leasing Coordinator
Division of Facilities Management, Facility Leasing Section
Telephone # (573) 526-6774
Facsimile # (573) 526-4138

All Proposals must be received no later than 1:30 p.m. on August 8, 2001.

INDEX

BID PACKAGE FOR THE STATE OF MISSOURI

ATTACHMENTS

- A. Summary of Critical Information
- B. Office and Support Space Summary Form
- C. Agency Special Requirements
- D. Proposal Forms
- E. Definitions
- F. Instructions to Bidders
- G. Specifications for Office Space
- H. Janitorial Service Schedule
- I. Proposal Evaluation
- J. Bid/Evaluation/Award & Lease Process
- K. Sample State Lease
- L. Prevailing Wage Listing

ATTACHMENT A

SUMMARY OF CRITICAL INFORMATION

1. Location: In the city limits of Cape Girardeau, Missouri
2. Square Footage Required: 22,834
3. Bid Opening Date: August 8, 2001
4. Bid Surety Amount: \$ 11,400.00 Effective Date: August 8, 2001 to November 8, 2001
5. Performance Surety Amount: \$ 22,800.00
6. Target Date for Completion: June 15, 2002 Target Date for Occupancy: July 1, 2002
7. Term of Lease: 10 years
8. Number of Employees: 103
9. Total Number of Parking Spaces: 145 Number of Accessible Spaces: 6
10. Staff Restrooms: Male 1 Female 1 Unisex
11. Public Restrooms: Male 1 Female 1 Unisex
12. Number of Hi/Lo Water Coolers: 3
13. Number of Workstations: 160
14. AMP/BTU Data Requirements:

<u>SPACE</u>	<u>EQUIPMENT TYPE</u>	<u>NUMBER</u>	<u>AMPS</u>	<u>BTUs/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTUs/HR</u>
Data/Telecom	Controller/Modem	<u>2/7</u>	<u>5.5/3.6</u>	<u>2,252/1,474</u>	<u>11/14.4</u>	<u>4,504/10,318</u>
Office	Terminals/Printer	<u>188/45</u>	<u>3/6</u>	<u>1,228/2,456.6</u>	<u>480/240</u>	<u>230,864/110,547</u>

15. Growth will be built out as follows: *DMH*- one private 100 sq. ft. office, the remainder open office space; *Aging*- one private 100 sq. ft. office, the remainder open office space; *Family Services*- two private 100 sq. ft. offices, the remainder open office space; and *Family Services Area*- one private 100 sq. ft. office, the remainder open office space.
16. DMH will install systems furniture; DSS will not install systems furniture.
17. Description of Program's use of Space: Hours 7:00 a.m. to 5:30 p.m. – Extended hours may be required, to include weekends Number of Clients 100 Daily Peak Periods of Traffic 1:00 p.m. to 4:00 p.m.
Brief Description DSS provides services to low income and elderly families. Regional management and supervision of Areas 2 and 3. DMH will serve as a headquarters for service coordinators, quality assurance and crisis intervention staff who work with individuals residing in the counties of Cape Girardeau, Ste. Genevieve and Perry.

RFP No. 01601318

ATTACHMENT B

RFP No. 01601318

ATTACHMENT C

UPDATES TO SPECIFICATIONS

The following special requirements are in addition to the specifications listed in Attachment G, Specifications for Office Space. When a conflict occurs, the following specifications supersede the specifications listed in Attachment G.

ATTACHMENT C

ADDITIONAL SPECIFICATIONS FOR OFFICE SPACE

DEPARTMENT OF MENTAL HEALTH

C-1. DATA/TELECOMMUNICATIONS REQUIREMENTS

C-1.1 Electrical: To accommodate data, the Lessor must provide two dedicated, non-switched, grounded 120V AC circuits with one duplex outlet on each circuit placed not more than 32" apart. To accommodate telecommunications, the Lessor must provide one dedicated, non-switched, grounded 120V AC circuit with two duplex outlets on each circuit placed not more than 32" apart.

C-1.2 Amp/Btu Data/Telecommunications (d/t) Requirements

<u>EQUIPMENT TYPE</u>	<u>NO</u>	<u>VOLTS</u>	<u>AMPS</u>	<u>BTU/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTU/HR</u>
Modem	2	120	2	350	4	700
Server/Router	1	120	5.5	2,252	5.5	2,252
Telephone System	--	--	--	--	--	--
Telephone Handsets	14	24/48	--	--	--	--

Formula for Btu/hr = Amp X Volt X 3.41

C-1.3 Raceways: The communications raceway must be sized for a minimum of .18 square inch per workstation in the floor duct or raceway. A minimum of .75" conduit will be required to accommodate the wiring to each workstation and to a 2" X 4" box at the workstation. A single conduit and box will facilitate both data and telecommunications.

C-1.4 Each workstation requires one d/t box with conduit, one dedicated electrical duplex outlet and one general electrical duplex outlet. In addition, conference rooms and interview rooms are designated as workstations. All printer locations require a dedicated electrical duplex outlet as well as a d/t box with conduit, while copiers, shredders and postage machines require a dedicated electrical duplex outlet only. Fax machines require a general electrical duplex outlet and a d/t box with conduit.

C-1.5 Electrical Power Requirements

<u>EQUIPMENT TYPE</u>	<u>NO</u>	<u>VOLTS</u>	<u>AMPS</u>	<u>BTU/ HR</u>	<u>MAXIMUM PER #20 AMP CIRCUIT</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTU/HR</u>
Computers							
Laptop	--	--	--	--	--	--	--
Desktop	17	120	3.2	1,310	6	54.4	22,270
Monitor	--	--	--	--	--	--	--
Printer	5	120	3.2	1,310	2	16	6,550
Copier	1	120	12.0	4,914	1	12	4,914
Shredder	--	--	--	--	--	--	--
Postage Equipment	--	--	--	--	--	--	--
Fax	1	120	.5	205	N/A	--	205

Total Workstations = 18 (growth included)

Total Printers and Faxes = 6

Total 2" X 4" Data/Telecommunications Boxes = 24

Formula for Btu/hr = Amp X Volt X 3.41

NOTE: This does not include other equipment such as calculators, typewriters, etc.

• C-2. BABY CHANGING STATIONS: Baby changing stations must be installed in public restrooms. (Ref. G-2.10)

C-3. ONE-TIME PAYMENTS: • Denotes all items to be priced separately as a one-time payment. All bid proposals must include the separate pricing as shown on Attachment D, Section 1.5. Consideration of the cost of the one-time payment(s) will be evaluated during the subjective review of the bid proposals. It will be at the sole discretion of the State of Missouri to proceed with the one-time payment(s) based on programmatic needs, availability of funds and reasonable costs.

ATTACHMENT C

ADDITIONAL SPECIFICATIONS FOR OFFICE SPACE

DEPARTMENT OF SOCIAL SERVICES

DIVISIONS OF AGING AND

FAMILY SERVICES

- C-1. BABY CHANGING STATIONS: Baby changing stations must be installed in public restrooms. (Ref. G-2.10)
- C-2. A wall mounted shelf 30" X 18" or bracket and a duplex outlet for a TV/VCR must be installed in the reception area(s) and conference room(s). The shelf or bracket should be at a height of 64" and the duplex outlet at a height of 72". (Ref. G-3.4)
- C-3. INTERVIEW ROOM: A counter should be installed in all interview booth(s). The counter height must be 31" high and have a computer keyboard pullout under the counter on the staff side. Floor to ceiling walls should be installed between the interview booths. (Ref. G-3)
- C-4. RECEPTION AREA
 - C-4.1 Reception window(s) and ledge must be installed between client reception area(s) and clerical area(s).
 - C-4.2 The receptionist should be isolated from the clientele; there should be an electronically operated, solid core door, to be controlled by the receptionist, with a keyless lock.
 - C-4.3 The reception window and ledge should measure 48" wide X 36" high and 36" high from finished floor. The window should be clear ¼" laminated glass with a 3" speak-hole and a 3" X 14" gap between ledge and glass. The ledge should be a 16"D high-pressure laminate shelf mounted 36" from finished floor to top of counter.
 - C-5. The playroom walls must be protected with carpeting up to a height of 48" and be located within the immediate area of the reception area. The playroom must not contain any electrical outlets for safety reasons. (Ref. G-3)
- C-6. DATA/TELECOMMUNICATIONS REQUIREMENTS (Ref. G-5)
 - C-6.1 Electrical: To accommodate data, the Lessor must provide 14 dedicated, non-switched, grounded 120V AC circuit(s) with one duplex receptacle on each circuit. One of the receptacles must be a NEMA L-5-15R (locking) receptacle. To accommodate telecommunications, the Lessor must provide two dedicated, non-switched, grounded 120V AC circuit(s) with two duplex outlet(s) on each circuit.
 - C-6.2 Raceways: The Lessor must prepare the facility to accommodate the installation of communications wiring to all workstations and/or work areas by utilizing enclosed raceways. Accessibility for wiring may be attained by conduit through the walls, conduit or raceway through finished (Sheetrock) ceilings, space above suspended ceilings, raised flooring equivalent to Walker Duct, or false columns. The communications raceway must be sized for a minimum of .18 square inch per workstation in the floor duct or raceway. A minimum 3/4" conduit will be required to accommodate the wiring to each workstation and to a 2" X 4" box at the workstation. A single conduit and box will facilitate both data and telecommunications cable/wire. (Ref. G-5)
 - C-6.3 Each workstation requires one data/telecommunications (d/t) box with conduit and one dedicated electrical duplex receptacle. In addition, conference room(s), interview room(s), interview booth(s), storage room(s), family visitation room(s), observation room(s), team meeting room(s), hearing room(s), each docking station and the one-stop room is designated as a workstation. All printer locations require a dedicated electrical

receptacle as well as 2" X 4" d/t box with conduit, while copiers, shredders and postage machines require a dedicated electrical receptacle only. Fax machines require a general electrical receptacle and a 2" X 4" d/t box with conduit. (Ref. G-5)

C-6.4 The Lessor is not responsible for the d/t cable/wire nor the required connector and cover. The Lessor must provide covers for any unused d/t boxes. The agency will contract to have the cable/wire pulled and provide the termination hardware.

C-6.5 Electrical Power Requirements

<u>EQUIPMENT TYPE</u>	<u>NO</u>	<u>AMPS</u>	<u>BTU/HR</u>	<u>DESIGNATED ELECTRIC</u>	<u>MAXIMUM PER #20 AMP CIRCUIT</u>
Computers	108	3	1,228 ea./ 132,624 2,456/	Yes	6
Printers	35	6	85,982 4,914/	Yes	2
Copiers	7	12	117,348 4,914/	Yes	1
Shredder	2	12	9,826 4,094/	Yes	1
Postage Equipment	2	10	8,188 205/	Yes	1
Fax Machines	5	.5	1,024	No	1

Total Workstations = 144 (growth included)

Total Printers and Faxes = 40

Total 2" X 4" Data/Telecommunications Boxes = 184

C-6.6 Amp/Btu Data/Telecommunications Room Requirements

<u>EQUIPMENT TYPE</u>	<u>NO</u>	<u>AMPS</u>	<u>BTU/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTU/HR</u>
Controller	1	5.5	2,251	5.5	2,251
Modem/Data	4	3.6	1,473	14.4	5,896
Router/Server	15	4.24	1,736	63.6	26,040
DAP/HUB	5	Varies	1,064 average	13	5,323
Test Equipment/ Growth/Miscellaneous				67	27,433/ 66,943

• C-7. EMPLOYEE ENTRANCE: A lighted separate employee entrance must be located to the rear or side of the facility away from the public entrance. A covered entry (approximately 6' X 6') for the employee must be provided. A keyless lock (Simplex L1000 or equivalent) with panic hardware and lock guard and closer must be installed on the staff entrance, along with a viewing device.

• C-8. SOLID CORE DOORS WITH METAL FRAMES AT CLIENT-TO-WORKER ACCESS (i.e. interview/observation areas, conference rooms, reception areas) must be equipped with keyless locks (Simplex L1000 or equivalent), lock guards and closers.

• C-9. POWER-ASSISTED DOORS must be provided for both doors of an airlock set on one leaf of each pair of doors in an airlock set at the main entry. Power-assisted door(s) must comply with ANSI BHMA A.156.19-1984. Such doors shall not open to back-check faster than three seconds and shall require no more than 15 LBF (66.6N) to stop door movement.

- C-10. TRANSPARENT MIRROR: A 3' X 4' transparent mirror with a mini-blind on the observation side must be provided between the observation room and the family visitation/therapy room.
- C-11. STORAGE ROOM: All storage rooms must have three tiers of adjustable shelving along two walls. Storage shelves must be between 12" deep and 24" deep, as required. All shelving must support 50 pounds per linear foot.
- C-12. HVAC: A separate exhaust fan is also required for each of the following rooms: private interview rooms, conference rooms, interview booth room, hearing rooms, family rooms, reception areas and team meeting rooms. The exhaust fan(s) must be remotely located and may be a central system.
- C-13. INSULATION: Sound insulation, 3-1/2" fiberglass batting, must be provided within all side walls and the ceiling above for the following: hearing rooms, one-stop rooms, interview rooms and family visitation rooms.
- C-14. ONE-TIME PAYMENTS: • Denotes all items to be priced separately as a one-time payment. All bid proposals must include the separate pricing as shown on Attachment D, Section 1.5. Consideration of the cost of the one-time payment(s) will be evaluated during the subjective review of the bid proposals. It will be at the sole discretion of the State of Missouri to proceed with the one-time payment(s) based on programmatic needs, availability of funds and reasonable costs.

ATTACHMENT D

PROPOSAL FORM

Department of Mental Health,
Division of Mental Retardation Developmental Disabilities, and
Department of Social Services,
Divisions of Aging and Family Services
Cape Girardeau County
Cape Girardeau, Missouri

Bid Opening Date: August 8, 2001

This Proposal Form must be completed, sealed and received by the Division of Facilities Management no later than 1:30 p.m. on the specified date. All proposals must be mailed or hand carried to:

Division of Facilities Management
Facility Leasing Section
3225 West Truman Boulevard, Suite 100
Jefferson City, Missouri 65109

All proposals will be publicly opened and read at the above time, date and location.

Submitted by: _____

Phone Number: () _____ Owner/Agent
Facsimile Number: () _____

Address: _____

D-1. The undersigned, having examined and being familiar with local conditions including applicable model building codes, ordinances, requirements, etc., affecting the premises and with all sections and attachments of this specification package issued by the Division of Facilities Management, hereby certifies that, with the exception of any appended variances, the premises meets or will meet all of the above conditions and proposes to furnish the indicated premises for the firm, fixed price per year:

*** BIDDER SHOULD ENTER AN AMOUNT OR THE WORDS
"NO BID" IN ALL BLANK AREAS PROVIDED**

D-1.1 Base Bid Rental Rate (**Includes Rent Only - Mandatory Entry**):

Price Per Year* _____ Dollars
(\$ _____)

D-1.2 Additional Amount for Lessor Provided Utilities (**Optional Entry**):

Price Per Year* _____ Dollars
(\$ _____)

D-1.3 Additional Amount for Lessor Provided Janitorial Services (**Optional Entry**):

Price Per Year* _____ Dollars

(\$ _____)

D-1.4 Selection of D-1.2 _____ and/or D-1.3 _____ is:

☐ The sole option of the state.

☐ Required by Bidder as part of the proposal.

D-4.1 Failure to provide a cashier's check or bid bond as described above will automatically disqualify the proposal from consideration.

D-4.2 Amount of Cashier's Check or Bid Bond Enclosed:

_____ Dollars
(\$ _____)

D-5. Specific Site Information: The Bidder should provide the proposed site address. (If the state has a choice of more than one site, please submit a separate proposal form for each site.)

Address of Proposed Property: _____

State Senate District: _____ State Representative District: _____

D-5.1 The proposed facility is:

- _____ (a) an existing structure with renovations
- _____ (b) an existing structure with no renovation
- _____ (c) an existing structure with an addition
- _____ (d) new construction

D-5.2 The proposed premises are currently:

- _____ (a) owned by the Bidder
- _____ (b) Bidder has a signed option to purchase contract
- _____ (c) Bidder is acquiring an option to purchase contract
- _____ (d) Bidder has a verbal agreement with the owner
- _____ (e) Bidder has no ownership rights or obligations
- _____ (f) Broker representing an individual

D-5.3 In order to comply with local zoning requirements, the proposed premises:

- _____ (a) are zoned correctly
- _____ (b) must be rezoned

D-5.4 The proposed facility would be designed for and occupied by:

- _____ (a) only the agency(s) specified in this RFP
- _____ (b) the agency(s) specified in this RFP and other state agencies
- _____ (c) the agency(s) specified in this RFP and other non-state organization(s)

D-5.5 The proposed facility is:

- _____ (a) a single level facility
- _____ (b) a multi-level facility

D-5.6 The proposed premises are:

- ☐ (a) all in one contiguous space
☐ (b) located on more than one level
☐ (c) located on one level but different areas, not connected

D-5.7 The exterior of the proposed facility is:

- ☐ (a) brick ☐ (b) block ☐ (c) wood
☐ (d) metal ☐ (e) drivit ☐ (f) other

D-5.8 The proposed facility's roof is:

- ☐ (a) shingle
☐ (b) metal
☐ (c) membrane

D-5.9 The proposed facility's HVAC system is:

- ☐ (a) gas
☐ (b) electric

D-5.10 The proposed facility's parking lot is:

- ☐ (a) asphalt
☐ (b) concrete

D-6. Total Parking Spaces Provided: _____ # of Handicap Spaces: _____

D-7. Construction Time from Notice to Proceed to Completion: _____

D-8. In submitting this bid, it is understood that the right is reserved by the Division of Facilities Management, State of Missouri, to reject any and all bids, and it is agreed that the bids will not be withdrawn for a period of 90 days from the specified time for receiving bids.

D-8.1 IF AN INDIVIDUAL:

Name of Individual

Residence Address

Signature

Firm Name (if any)

Federal Tax ID # or SSN

Firm Address

Address for Communications

D-8.2 IF A PARTNERSHIP:

_____ General* _____ Limited
(Include names of all)

Name and Residence Address of Partners:

Name of Partnership

Partner

Signature

Partner

Signature

Address for Communications

Federal Tax ID # or SSN

*Include information of all partners by attaching additional pages if necessary.

D-8.3 IF A CORPORATION: (Exact Title)

Name of Corporation

1. Incorporated under the laws of the
State of _____

Name and Title of Officer

2. Registered to do business in Missouri:
Yes _____ No _____ (Check one)

Signature of Officer

Federal Tax ID # or SSN

(ATTEST)

Address for Communications

Secretary Signature

D-8.4 IF A BROKER REPRESENTING AN INDIVIDUAL:

Name of Broker

Signature of Broker

Name of Individual Represented

Residence Address

Signature of Individual Represented

Federal Tax ID # or SSN of Individual
Represented

(SEAL)

Each Bidder must complete the Proposal Form by signing on the proper signature line above and by supplying the required information called for in connection with the signature. Failure to properly sign the Proposal Form and to provide required information will constitute grounds for non-acceptance of bid.